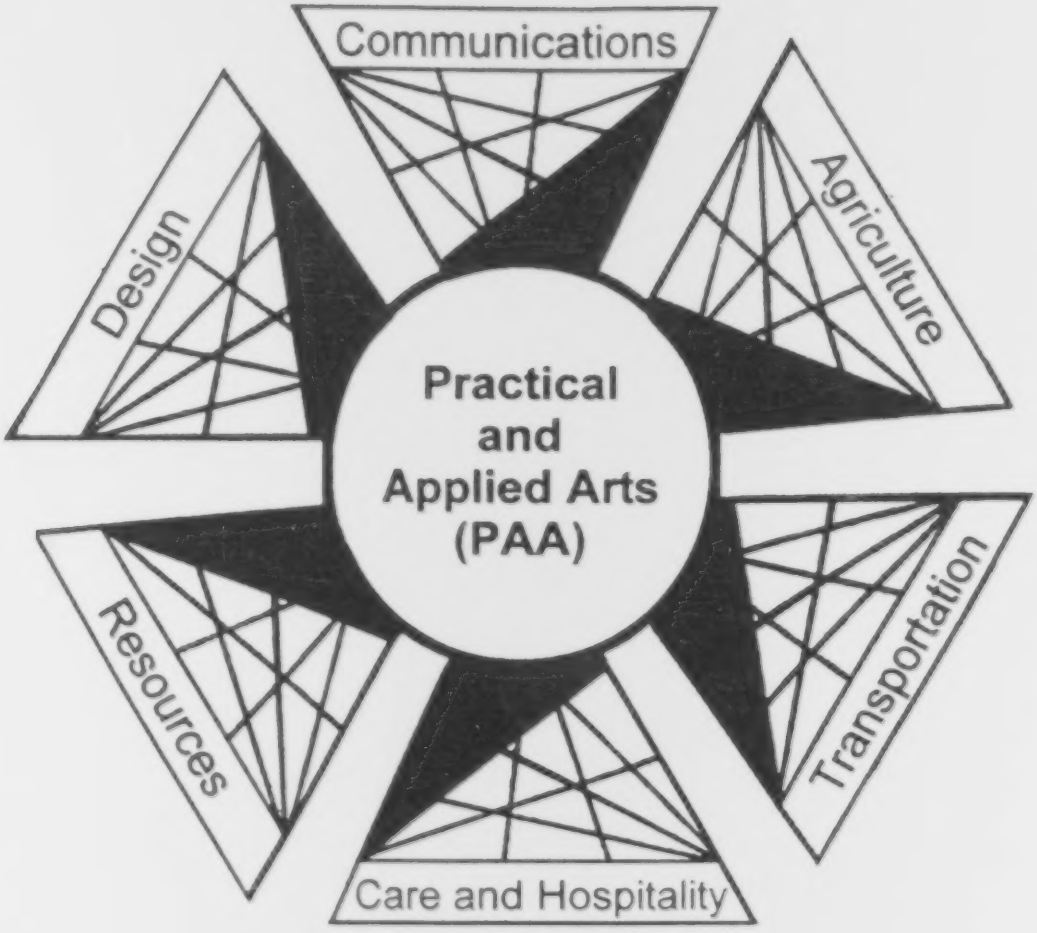
Saskatchewan
Learning

Information Processing
10, 20, 30

An Initial List of Implementation Materials



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Information Processing 10, 20, 30: An Initial List of Implementation Materials

Prepared by:
Instructional Resources Unit
Curriculum and Instruction Branch
Saskatchewan Learning
2003

Information Processing 10, 20, 30: An initial list of implementation materials

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3. Business communication – Bibliography.

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Foreword

This publication lists learning resource materials that have been evaluated by Saskatchewan educators and are considered appropriate to support Information Processing 10, 20, 30. The purpose of this list is to provide teachers with suggested starting points for building a wide range of suitable instructional materials.

These titles are offered only as suggestions; teachers are encouraged to investigate other applicable resources and to select additional suitable materials.

This document is also available on the Saskatchewan Learning website at the following address:

http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html **or** http://www.sasked.gov.sk.ca/docs/paa.html

Resource-based Learning

The items listed are intended to promote the philosophy of resource-based learning, in which the students gain knowledge and understandings by accessing a variety of resources or from instructional approaches. This multi-resource approach provides students with opportunities to interact with a wide range of current materials to suit varied learning styles.

Teachers are reminded that resource-based courses of study can be enhanced through the use of additional materials such as the following:

- newspapers and magazines
- pamphlets, brochures, television and radio programming
- environmental print, such as posters
- Internet sites
- public library collections.

It is important that human resources be accessed as well. Every community has capable people who can enrich educational experiences.

Background Review: Selection Policy and Criteria for Selection

This list provides suggestions for resources; however, it remains the responsibility of classroom teachers, in consultation with teacher-librarians, to preview and select materials. Selection should be based on the objectives and philosophy of the curriculum guidelines, students' interests and abilities, students' prior knowledge and experience and the interests or needs of the community.

As well, material should be considered in terms of the following characteristics:

- literary quality
- cultural relevance and accuracy
- country of origin
- equity regarding gender, abilities, age and race
- accuracy
- ease of reading
- relevance to current issues
- adaptability.

Each school division is responsible for developing its own materials selection policy in order to address the particular needs of students and teachers in that division. Materials should be chosen in accordance with the school division's materials selection policy. Several Saskatchewan Learning publications formerly available from Saskatchewan Learning Resources Distribution Centre **(LRDC)** provide further assistance in the selection process. These include the following:

Diverse Voices: Selecting Equitable Resources for Indian and Métis Education, 1992 - suggests strategies for recognizing and dealing with bias in resources.

Indian and Métis Education Policy From Kindergarten to Grade XII, 1995 - provides rationale and guidelines for integrating Indian and Métis materials into curricula.

Learning Resource Centres in Saskatchewan: A Guide for Development, 1988 - provides guidance for developing a selection policy and suggests criteria for selection.

Multicultural Education and Heritage Language Education Policies, 1994 - provides a rationale for integrating multicultural materials into curricula.

Selecting Fair and Equitable Materials, 1991 - suggests strategies useful for recognition of bias and stereotypes.

Please note that LRDC closed effective March 31, 2003. Educators who need assistance acquiring Saskatchewan Learning materials should contact 787-5987.

Analyzing Present Resources

This list should be cross-referenced with the school resource centre catalogue in order to identify suitable resources already present in the school library collection.

The Media Index and the Index of Suggested Uses are useful checklists for identifying resources already present in the school library collection. Teachers may use these indexes to ensure a balance of print and non-print resources within each module.

Materials in the present collection should be assessed based on the needs of the course, the community, the students and teachers.

Resource needs not met by the present collection could be identified by the teachers and teacher-librarian working together. Some materials may be useful for several grade levels. Teachers are encouraged to coordinate materials selection at the school or school division level.

Previewing Resources

Teachers and teacher-librarians are urged to preview materials carefully before suggesting them for classroom use, and they are advised to refer to their school division's selection policy for guidance in making choices about materials.

If schools have not been able to preview the materials prior to purchase, it is advisable to order only one copy to review before placing orders for multiple copies. Return policies vary from company to company, but if inappropriate materials have to be returned, they must be in saleable condition.

Purchasing Resources

Schools interested in purchasing resources should order them from the distributors cited in the distributor directory.

Prices quoted are subject to change and do not include taxes, but will serve as a guide to approximate costs.

Videos

Videos listed are often available from **Media Group**. These videos are high quality programs that can be acquired at a nominal cost. For further information, please consult the Educational Video Duplication Service catalogue available from **Media Group**. Schools are responsible for postage, a duplication charge of $1.00 per title, blank tapes and applicable taxes. Blank tapes may be supplied by the school or purchased from **Media Group**. Please refer to the distributor directory for the addresses, fax and telephone numbers. **Media Group** provides online services at the following address:

http://videodb.mg.sk.ca/index.html

Please note that to show classic movies or other videos in the classroom legally, schools must obtain public performance rights. These public performance rights are cleared for programs available from **Media Group** as well as for videos that are listed for sale in Saskatchewan Learning's bibliographies. If educators are unsure whether public performance rights are available for a video that is not included in a Saskatchewan Learning bibliography, the distributor should be contacted before using the video in the classroom.

Sometimes schools or school divisions choose to purchase a licence from a video collective. The benefit of having a licence is that teachers can show to their students any videos produced by the companies represented without violating copyright laws. If a general licence is purchased, teachers are responsible for renting or borrowing the videos. The distributor does not supply them.

Another option is for schools or school divisions to buy a single-title licence. This means that one copy of the video is supplied by the distributor and that teachers are allowed to show it to their students until the licence expires.

Examples of video collectives follow:

Audio Cine Films
1955 Cote-de-Liesse Rd
Suite 210
MONTREAL PQ H4N 3A8
Ph: (800) 289-8887
Fax: (514) 493-9058
E-mail: info@acf-film.com
NETSITE: http://www.acf-film.com

Visual Education Centre
41 Horner Ave, Unit 3
TORONTO ON M8Z 4X4
Ph: (800) 668-0749
Fax: (416) 251-3720
E-mail: cmcdonald@media2.criterionpic.com

Online Databases of Periodicals and Newspapers: Infotrac, Canadian Newsstand Dailies, and CBCA/ Repère

Saskatchewan Learning offers a number of online databases for periodicals and newspapers. Online databases are a powerful tool to assist teachers with the integration of technology into teaching and learning. The databases provide teachers and students with access to **both current and archived information** on any given topic/subject area.

Canadian content is featured in ***Canadian Business and Current Affairs (CBCA/Repère-French)***, Infotrac's ***Canadian Periodical Index Quarterly (CPI.Q)*** and **Proquest's Canadian Newsstand Dailies.** The databases are located at the following address:

http://www.sasked.gov.sk.ca/docs/databases.html

To access the online databases, educators need to click on their region and if needed enter the appropriate password. If teachers need passwords, they should contact their teacher-librarian, local Resource-based Learning Consultant or Saskatchewan Learning at (306) 787-8621.

Internet Sites

Saskatchewan Learning is providing a forum through its homepage on the World Wide Web for teachers to share educationally appropriate Internet sites.

If teachers wish to suggest new Internet sites or evaluate websites that have been suggested by other teachers, they may do so at the following address:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlreview

Information on sites that are highly recommended will be shared with teachers. Saskatchewan Learning will list the sites recommended for curriculum support at the following address:

http://www.sasked.gov.sk.ca/cgi-bin/urldb/urlsearch

Saskatchewan Learning also provides links to other provincial and territorial education websites at the following address:

http://www.sasked.gov.sk.ca/curr_inst/ltech/links.html

The discussion area for Practical and Applied Arts (PAA) can be found at the following address:

http://www.sasked.gov.sk.ca/docs/discussion.html

Examples of Appropriate Internet Sites

If teachers are unsure about the reliability of the information found at a website, they should compare the author's claims and evidence with other sources with which they are familiar. When in doubt, teachers should choose only the sites that list the authors' and/or contributors' names along with the title. If the site does not identify contributors and authors, the information found at the site might not be reliable.

The following Internet sites provide a very brief overview of what is available. It is recommended that a careful screening and evaluation of each site be undertaken prior to using it. These sites were checked for availability on February 21, 2003.

Aboriginal Youth Network
http://www.ayn.ca/band_lifestyles.htm

Authentic Workplace Materials
http://www15.hrdc-drhc.gc.ca/awm/default.asp

Beginner's Guide to the Internet for Educators
http://205.146.39.13/linktuts/bgtoc.htm

Career Awareness
http://www.hrdc.gc.ca/career

Computer Skills Lesson Plans
http://www.dpi.state.nc.us/Curriculum/Computer.skills/lssnplns/CompCurr.LP.html

Desktop Publishing – Typography
http://desktoppub.about.com/cs/typography/

Essentials Skills: Skills for Life Learning and Work
http://www15.hrdc-drhc.gc.ca/english/esp.asp

Guide to Desktop Publishing
htpp://writing.colostate.edu/references/documents/desktop_publishing/index.cfm

Human Resources Development Canada
http://www.hrdc.gc.ca/common/home.shtml

Image Manipulation for Desktop Publishing
http://www.aim-dtp.net/index.htm

Mavis Beacon Teaches Typing: Teachers' Lounge
http://www.mavisbeacon.com/teachers_longe.html

Microsoft Access Tutorial
http://cimic3.rutgers.edu/~holowcza/classes/baruch/2200/access/access1.html

Nimble Fingers - Touch Typing - Keyboarding Program
http://www.nimblefingers.com/

Overview of Spreadsheets
http://www.leeds.ac.uk/iss/documentation/ove/ove4/ove4.html

Power Point in the Classroom
http://www.actden.com/pp/

Ready for Work
http://www.readyforwork.sk.ca

Saskatchewan Human Rights Commission
http://www.gov.sk.ca/shrc/

Saskatchewan Labour
http://www.labour.gov.sk.ca/

Saskatchewan Labour – Health and Safety Video Catalogue
http://www.labour.gov.sk.ca/safety/video/

Saskatchewan Workers' Compensation Board
http://www.wcbsask.com/

SaskNetWork Site
http://www.sasknetwork.gov.sk.ca

Software Tutorials
http://www.actden.com/index.htm

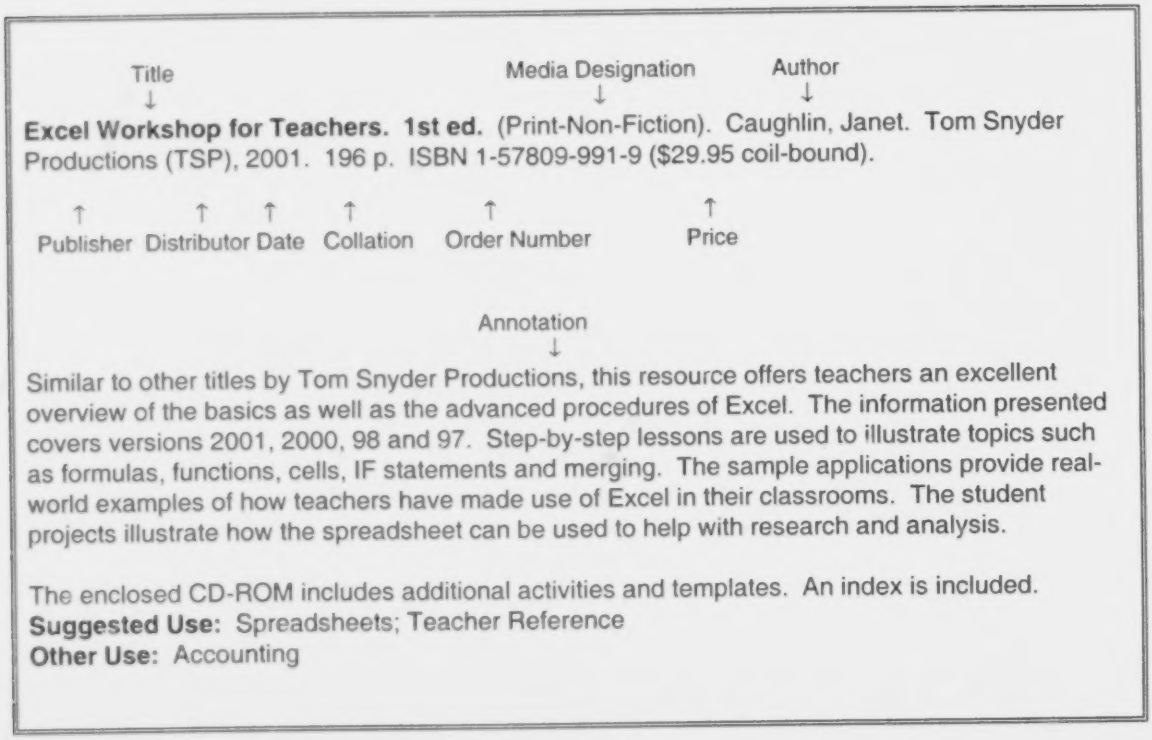
Virus Alert

When downloading files and applications, Internet users should be aware of the danger of viruses. Downloaded files and applications should always be scanned using an anti-virus utility. It is also advisable to purchase updates to the anti-virus utility regularly. These updates identify the new viruses as well as the old.

How to Use the Initial List

Titles and Descriptions

An example of a citation for print follows:


Title
Media Designation
Author
Excel Workshop for Teachers. 1st ed. (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2001. 196 p. ISBN 1-57809-991-9 ($29.95 coil-bound).
Publisher
Distributor
Date
Collation
Order Number
Price
Annotation
Similar to other titles by Tom Snyder Productions, this resource offers teachers an excellent overview of the basics as well as the advanced procedures of Excel. The information presented covers versions 2001, 2000, 98 and 97. Step-by-step lessons are used to illustrate topics such as formulas, functions, cells, IF statements and merging. The sample applications provide real-world examples of how teachers have made use of Excel in their classrooms. The student projects illustrate how the spreadsheet can be used to help with research and analysis.
The enclosed CD-ROM includes additional activities and templates. An index is included.
Suggested Use: Spreadsheets; Teacher Reference
Other Use: Accounting

The abbreviation **hdc.** denotes hardcover edition; **pbk.** denotes paperback edition.

The abbreviation **unp.** denotes unpaged; **n.d.** denotes that no copyright date is available.

ISBN denotes the International Standard Book Number, usually the order number.

Dup. is an abbreviation indicating that a video is available for duplication from **Media Group**.

(CAN) indicates that a Canadian contributed to the development of the resource or that it includes Canadian content.

(SK) indicates that a Saskatchewan person contributed to the development of the resource or that it includes Saskatchewan content.

(WNCP) indicates that the resource has been recommended through the Western and Northern Canadian Protocol for Collaboration in Basic Education.

Suggested Use provides suggestions for the units that the resource best supports.

Unless suggested for use as a teacher reference, all resources are appropriate for students.

Other Use indicates the other subject area(s) and level(s) that the resource **has previously been recommended** for in Saskatchewan Learning bibliographies.

Currently Out of Print but Still Useful Resources

The titles in this section are currently out of print, but may be found in many school libraries. The following website may be useful when trying to locate out-of-print titles: www.abebooks.com

A Short List of Recommended Titles

These titles represent a starting point to support resource-based learning in information processing.

Index of Suggested Uses

Titles are listed alphabetically according to the units that they best support. Teacher references and general reference materials are also included in this index.

Media Index

Titles are listed alphabetically under each media designation.

Distributor Directory

The abbreviations enclosed in parentheses following the publisher or producer represent the distributor. The full names, addresses (including e-mail and websites where available), fax and phone numbers of these companies are given in this section. Please note that some distributors provide a toll-free phone number.

Titles and Descriptions

Adobe FrameMaker 6.0 (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2000. 391 p. ISBN 0-201-70014-X ($45.56 pbk.).

FrameMaker is one of the more popular programs to use in graphic arts. It is particularly strong in page design and book building. This resource provides step-by-step guidance in FrameMaker basics as well as more advanced techniques. Each chapter or lesson deals with a specific topic such as page layout, graphics, books and web publishing. Each lesson has subtopics that are handled in two-to-four pages. Screen illustrations are used throughout the resource to guide the user through each exercise. An expanded table of contents and an index are included.

The accompanying CD-ROM includes folders for all 15 lessons.
Suggested Use: Desktop Publishing
Other Use: Photography/Graphic Arts

Adobe Illustrator 8.0 (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1998. 417 p. ISBN 1-56830-470-6 ($45.43 pbk.).

Part of a series of hands-on software training workbooks, this resource allows users to quickly and easily learn the features of Adobe Illustrator. Whether it is print, multimedia or online graphics, this book provides step-by-step instructions to the basic and advanced features of Adobe Illustrator. Each lesson covers topics such as creating basic shapes, painting, working with type, creating watercolour or airbrush effects and combining Illustrator graphics and PhotoShop images. Screen illustrations in black-and-white and in colour are used throughout the book to guide users through the lessons. An expanded table of contents and an index are included.

The enclosed CD-ROM contains electronic files for each of the lessons.
Suggested Use: Desktop Publishing
Other Use: Photography/Graphic Arts

Adobe PageMaker 6.5 Plus: Productivity Kit (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 1999. 184 p. ISBN 0-201-65897-6 ($37.50 pbk.).

If PageMaker is one of the software programs being used in the graphic arts program, this resource can provide excellent tips on the best way to put the templates and clip art to work. The book contains 24 projects that guide the user through producing matched stationery, business cards, invoices and price lists. The techniques for customizing templates to create newsletters, flyers and direct mail ads are also included. Colour and black-and-white screen drawings illustrate each of the instructional steps. An index is included.
Suggested Use: Desktop Publishing
Other Use: Photography/Graphic Arts

Adobe PageMaker 7.0 (Print-Non-Fiction). (Classroom in a Book Series). Adobe Systems Incorporated (PRN), 2002. 324 p. ISBN 0-201-75625-0 ($34.58 pbk.).

PageMaker is one of the premier software tools for producing business communications in the form of newsletters, brochures, colour catalogues, magazines or web pages. This resource provides step-by-step instructions for creating specific projects, such as a booklet for a CD jewel case, a flyer and a newsletter. The instructions are easy to follow and the black-and-white screen illustrations assist in visualizing each step of the project. An index is included.

The enclosed CD includes folders related to each lesson of the book.
Suggested Use: Desktop Publishing
Other Use: Photography/Graphic Arts

Award Enterprises: An Information Processing Simulation (Print-Non-Fiction). Roussie, Gerald and Allen, Paul. Copp Clark Ltd. (PRN), 1991. 91 p. ISBN 0-7730-5060-4 ($25.95 pbk.).

Designed for the Post-secondary Level student, this simulation provides students with

practical applications for word processing, spreadsheeting, database management, graphics, and oral, written and electronic communication in an integrated format. The resource features generic computer activities and other business office-related activities for individuals or small groups. Instructions are also provided for exercises using modems, networks and FAX machines. The simulations are realistic, authentic, scholarly and of particular interest to the highly motivated student. The teacher's key provides additional activities and solutions.
Suggested Use: General; Teacher Reference

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. National Life/Work Centre, The (NLW), 2000. unp. No order number is required. ($25.00 binder).

(CAN) This resource addresses the need for high-quality career development programs for youth by providing specific guidelines that list competencies considered important to develop throughout one's life/work building process. The competencies cover the areas of personal management, learning and work exploration and life/work building. Indicators that describe more specific outcomes in terms of knowledge, skills and attitudes are also provided. *Blueprint* provides a theoretical framework for the work study and career modules in all practical and applied arts curricula.

In addition to this package, there is *Blueprint for Life/Work Designs: The Quick Reference Guide*. This information is also accessible through a website at the following address: http://www.lifework.ca/blue_2000/pr_blue_draft.htm.
Suggested Use: Career Opportunities; Work Study; Teacher Reference
Other Use: All PAA Curricula

Business Communication: Process & Product. 3rd Canadian ed. (Print-Non-Fiction). Guffey, Mary Ellen, Rhodes, Kathleen and Rogin, Patricia. Nelson Thomson Learning (NEL), 2001. 567 p. ISBN 0-17-622001-1 ($52.00 pbk.)

(CAN) By making use of case studies, applied career skills, model documents, ethical considerations and other special features, this resource does an excellent job of presenting the information that is needed for business communication skills. The writing process, business correspondence, reports and presentations are all covered in detail. Critical thinking skills and activities for further study are included at the conclusion of each chapter. Colour photographs, charts and graphs add to the appealing layout. An index is included.

The accompanying CD includes self-tests, an interview kit and grammar modules.
Suggested Use: Business Writing; Skills for Employees

Business English and Communication. 5th Canadian ed. (Print-Non-Fiction). Clark, Lyn R., Tinervia, Joseph and Zimmer, Kenneth. McGraw-Hill Ryerson Limited (MHR), 1996. 560 p. ISBN 0-07-551776-0 ($65.82 hdc.).

(CAN) The fifth Canadian edition of this resource provides thorough coverage of four language skills: reading, writing, listening and speaking. This revision addresses some of the most interesting aspects of business communication: office technology and human relations. Each specific lesson provides opportunities for the student to first practise and then apply the skill. This well-written resource includes a table of contents and an index.
Suggested Use: Business Information Processing; Business Writing; Skills for Employees

The Canadian Office: Systems and Procedures. 2nd ed. (Print-Non-Fiction). Bedford, Jennie M., et al. Copp Clark Ltd. (PRN), 1995. 511 p. ISBN 0-7730-5509-6 ($45.00 pbk.).

(CAN) This is a current, comprehensive, all-Canadian office procedures resource that uses traditional and modern office systems and procedures. It features realistic, office-oriented activities with cases and projects. Computer technology and applications are incorporated and illustrated with photos, cartoons, charts and graphs. The resource addresses topics such as time management and professionalism. Individual and group work activities are part of each chapter.
Suggested Use: General

ClarisWorks 5.0 Tutorial: Macintosh and Windows 95 (Print-Non-Fiction). Knowlton, Todd, Walls, Dawna Cowan and Pasewark, William R., Sr. South-Western Publishing Co. (NEL), 1999. 343 p. ISBN 0-538-72184-7. ($41.95 coil-bond).

The tutorial for this integrated software package allows the user to create several types of documents: word processing, desktop publishing, databases, communications (e.g., e-mail) and spreadsheets. The easy-to-follow layout makes this a very useful book for students and teachers to follow. Included are a table of contents, a glossary, and an index.

The enclosed CD-ROM includes data files to be used with the exercises in the book and teacher support material.
Suggested Use: Integrating Software Applications

Classroom in a Book Series (Print-Non-Fiction). Please refer to the titles: *Adobe FrameMaker 6.0, Adobe Illustrator 8.0, Adobe PageMaker 7.0* and *Adobe PageMaker 6.5 Plus: Productivity Kit.*

Communicating in the Workplace. 5th Canadian ed. (Print-Non-Fiction). Francis Dombeck, Margaret M., Camp, Sue C. and Satterwhite, Marilyn L. McGraw-Hill Ryerson Limited (MHR), 1999. 539 p. ISBN 0-07-560535-X. ($39.91 hdc.).

(CAN) Focusing on career success, this comprehensive text provides a program to help students develop proficiency in reading, writing, listening and speaking. The numerous practice exercises, case studies and review sections help to make this a useful resource. Included in the text are a table of contents, a glossary and an index.
Suggested Use: Business Writing; Skills for Employees

Computer Concepts (Print-Non-Fiction). Shepherd, Robert D. EMC/Paradigm Publishing (NEL), 1998. 124 P. ISBN 1-56118-931-6 ($25.16 pbk.).

From hardware and operation systems to applications and the Internet, this resource provides a discussion of all the key concepts. This is an excellent book to use as an introduction to computer science or literacy. The text is clear and concise, and the photographs provide an excellent opportunity to see the actual components being discussed. An index and a glossary are included.
Suggested Use: Computer Technology; Survey Course – Middle Level; Survey Course – Secondary Level
Other Use: Computer Science

Computer Concepts: Systems, Applications, and Design. 3rd ed. (Print-Non-Fiction). Clark, James F., Klooster, Dale H. and Allen, Warren W. South-Western Publishing Co. (NEL), 1998. 541 p. ISBN 0-538-67607-8 ($64.00 hdc.).

This resource provides a survey treatment of computer technology and its application. It contains expanded coverage of computer software topics such as word processing, databases, spreadsheets, graphics and multimedia. Learning objectives, vignettes, chapter summaries, key terms and review

questions are features of this text. Colour photographs and drawings add appeal to the book's layout.
Suggested Use: Computer Technology; Integrating Software Applications; Survey Course - Secondary Level

Computers: Tools for an Information Age. 7th ed. (Print-Non-Fiction). Capron, H. L. Prentice Hall Inc. (PRN), 2002. 623 p. ISBN 0-13-070076-2 ($83.95 pbk.).

From hardware to networking and word processing, this resource provides an excellent overview of the entire area of computers. The use of colour photographs, drawings, tables and questions for further discussion assist in creating a layout that is easy to use and appealing. This is an ideal resource to use with students who need an introduction to everything from word processing and databases to creating web pages and using spreadsheets. An index and a glossary are included.

Also included with the resource is *Capron and Johnson's Pocket Internet: 4001 Sites*. Although American in content this handy reference guide lists several excellent sites in areas such as accounting, graphics, Internet security and shopping for computers.

The *Explore Generation IT* CD-ROM provides students with an opportunity to learn the concepts in an interactive environment
Suggested Use: Computer Technology; Survey Course - Secondary Level

The Conversation of Design (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634202 ($110.00).

(CAN) This is an informative video that offers guidance in displaying the message in a desktop published document. Practical tips and examples of creating simple and effective ads and pages are provided.
Suggested Use: Desktop Publishing
Other Use: Photography/Graphic Arts

Dave's Quick 'n' Easy Web Pages: An Introductory Guide to Creating Web Sites. 2nd ed. (Print-Non-Fiction). Lindsay, Dave and Lindsay, Sean, illus. Erin Publications (ERN), 2001. 116 p. ISBN 0-9690609-8-X ($18.95 pbk.).

As the title states, this is an excellent resource to use when there is a need to create your own website. The areas of layout, hyperlinks, colour, images, sound, animated images and banners are all covered in a step-by-step approach. An index is included.
Suggested Use: Internet; Survey Course - Secondary Level
Other Use: Computer Science; Photography/Graphic Arts

Desktop Publishing: The Art of Communication (Print-Non-Fiction). Madama, John. (Media Workshop Series). Lerner Publications (FHW), 1993. 64 p. ISBN 0-8225-2303-5 ($34.95 hdc.). ISBN 0-8225-9626-1 ($14.95 pbk.).

This book addresses the role of desktop publishing in the communication revolution. Although the examples relate to Macintosh computers, the implications are generic. This resource discusses the design and layout of desktop published documents and ways that desktop publishing facilitates the story-writing process.
Suggested Use: Desktop Publishing; Survey Course - Middle Level

Developing Proofreading and Editing Skills. 4th ed. (Print-Non-Fiction). Camp, Sue C. Glencoe/McGraw Hill (MHR), 2001. 390 p. ISBN 0-02-805002-9 ($44.95 pbk.).

This resource offers instruction in developing proofreading and editing skills by progressing gradually from easy, obvious errors to more difficult errors. It introduces students to effective proofreading techniques, commonly used letter formats and the words most frequently misspelled in business.
Suggested Use: Business Writing; Skills for Employees

Digital Design Series (Video). Please refer to the titles: *The Conversation of Design, Fonts and Type* and *Successful Communication.*

Employability Skills Toolkit for the Self-Managing Learner (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. unp. ISBN 0-07-087847-1 ($79.95 binder).

(CAN) The five modules within this practical resource are designed to help students develop and use the skills they need to enter into and progress within the world of work. The modules include information on knowing yourself, identifying and reflecting upon personal skills as well as practising and marketing these skills. The step-by-step layout and the use of charts make this resource very user friendly.

Background information on the toolkit can be obtained online at http://www.conferenceboard.ca/nbec/toolkit.htm.
Suggested Use: Work Study
Other Use: All PAA Curricula

Essential Skills/Compétences Essentielles: Skills for Life, Learning and Work (CD-ROM). Human Resources Development Canada (NAD), 2000. No order number is required. ($10.00).

(CAN) Developed by Human Resources Development Canada, this resource can provide some excellent answers to students who are wondering about future careers and the skills they will need. Skills such as reading, writing, numeracy, oral communication, thinking, problem solving, working with others and computer use are all connected to 170 different occupations. Students can look up a particular career/occupation and see how each of the skills fits in, or they can look up the skill and receive a list of all the occupations that would make use of that skill. For example, if problem solving is entered as a skill, it will list occupations such as mechanics, cosmetologists and carpenters. The program will then give examples of the types of problem solving that take place in each of these occupations. Students can then compare their skill levels with those that are needed on the job. Links to websites for further information are also provided.

Educators can access the Human Resources Development Canada website at http://www15.hrdc-drhc.gc.ca/english/es.asp for further information.
Suggested Use: Career Opportunities; Work Study; Teacher Reference
Other Use: All PAA Curricula

Excel Workshop for Teachers. 1st ed. (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2001. 196 p. ISBN 1-57809-991-9 ($29.95 coil-bound).

Similar to other titles by Tom Snyder Productions, this resource offers teachers an excellent overview of the basics as well as the advanced procedures of Excel. The information presented covers versions 2001, 2000, 98 and 97. Step-by-step lessons are used to illustrate topics such as formulas, functions, cells, IF statements and merging. The sample applications provide real-world examples of how teachers have made use of Excel in their classrooms. The student projects illustrate how the spreadsheet can be used to help with research and analysis. An index is included.

The enclosed CD-ROM includes additional activities and templates.
Suggested Use: Spreadsheets; Teacher Reference
Other Use: Accounting

Fonts and Type (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634203 ($55.00).

(CAN) This instructional video illustrates how to use fonts and types effectively to enhance designs.
Suggested Use: Word Processing

Forms of Writing: A Brief Guide and Handbook. 3rd ed. (Print-Non-Fiction). Stewart, Kay L. and Allen, Marian E. Prentice Hall Inc. (PRN), 2000. 394 p. ISBN 0-13-014464-9 ($40.95 pbk.).

This reference handbook covers many of the basics of the writing process. It provides examples of various forms of writing including essays, letters and reports. Correct use of grammar is included.
Suggested Use: Business Writing; Teacher Reference

The Gregg Reference Manual. 5th Canadian ed. (Print-Non-Fiction). Sabin, William A., et al. McGraw-Hill Ryerson Limited (MHR), 1999. 574 p. ISBN 0-07-560424-8. ($18.50 spiral-bound).

(CAN) *The Gregg Reference Manual* is a comprehensive reference for basic and specific information in English grammar, style and usage, as well as techniques and procedures for document processing and filing. An abundance of clear examples and illustrations is provided. An index and a glossary are included.
Suggested Use: Business Writing

Guide for New Workers (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

(SK) Published by Saskatchewan Labour and distributed to all high schools in 2001, this resource offers very practical information for students in practical and applied arts courses. Some of the topics covered include applying for a job, employment equity, exploring careers, interviews, pay, rights and responsibilities, safety on the job and unions. As part of the *Ready for Work Series*, this book focuses on helping new workers make a successful transition to work.
Suggested Use: Career Opportunities; Work Study
Other Use: All PAA Curricula

Guide for New Workers: Counsellor/Classroom Edition (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2002. 142 p. No order number is required. ($FREE loose-leaf).

(SK) Based upon the *Guide For New Workers* student handbook, this resource provides teachers with excellent suggestions on how to create an awareness of work realities. New sections that do not exist in the student handbook have been added. These include topics on bullying, relevant websites, legislation and relevant services. The format allows for photocopying in whole or in part for instructional use.
Suggested Use: Career Opportunities; Work Study; Teacher Reference
Other Use: All PAA Curricula

HTML Complete. 2nd ed. (Print-Non-Fiction). Sybex, Inc. (FIR), 2000. 1010 p. ISBN 0-7821-2801-7 ($29.95 pbk.).

Creating web pages is a skill that can be used in several courses. This book provides an excellent introduction to all the essentials and, in addition, it presents information that will be useful for the intermediate and advanced user. Following an introduction to HTML, there are separate chapters dealing with site design, addition of graphics, web typography, the use of style sheets and ways to optimize web pages for Explorer and Netscape. Discussions about advanced features such as Perl, JavaScript and XHTML are also included. Because the material does not cover a specific version, it will be of continuous value. A master reference to HTML tags is included, as is an index.
Suggested Use: Internet
Other Use: Communication Production Technology; Computer Science

The Internet Handbook for Writers, Researchers, and Journalists. 2nd ed. (Print-Non-Fiction). McGuire, Mary, et al. Trifolium Books Inc. (FHW), 2000. 276 p. ISBN 1-55244-016-8 ($34.95 pbk.).

(CAN) This resource offers a wealth of information on how to use the Internet with skill and ease. Features and sections include using the latest versions of e-mail and browser software, exploring multimedia applications, developing online search strategies, creating web pages and citing online sources. An expanded and updated appendix of professional and general interest websites is included. Other appendixes include information about copyright issues, censorship and the Associated Press Policy for using electronic sources. An extensive glossary of terms is also provided.
Suggested Use: Internet; Teacher Reference
Other Use: Computer Science; English Language Arts 20

Keyboarding & Applications, Sessions 1-60. 4th ed. (Print-Non-Fiction). Mitchell, William M., et al. EMC/Paradigm Publishing (EMC), 1999. 331 p. ISBN 0-7638-0147-X ($48.95 U.S. coil-bound).

Instruction in developing basic keyboarding skills is effectively presented in this resource. Drills are used to learn the alphabetic, numeric and special symbol keys. Instruction in basic word processing features such as formatting memos, letters and tables is given. An Index is included.

The accompanying CD-ROM includes drill lines and timings along with activities for learning language and composition skills. The resource is best used with students who have had little keyboarding in previous years.
Suggested Use: Keyboarding; Survey Course – Secondary Level; Word Processing

Learning Computer Applications: Projects & Exercises (Print-Non-Fiction). Bucki, Lisa A. and Fischer, Judy. DDC Publishing (MON), 1999. 446 p. ISBN 1-56243-750-X ($39.95 pbk.).

This is an ideal resource to introduce students to the basic principles behind several computer applications. The resource corresponds to a variety of software and provides exercises related to word processing, desktop publishing, spreadsheets, databases, presentation graphics and the Internet. Clear examples are used as are step-by-step instructions. An index and a glossary are provided.

The CD-ROM contains data files for PC and MAC, bonus lessons, a keyboarding course and computer literacy exercises.
Suggested Use: Integrating Software Applications

Learning Corel WordPerfect Suite 8 Professional (Print-Non-Fiction). Blanc, Iris, Vento, Cathy and Brady, Marni Ayers. DDC Publishing (MON), 1999. 588 p. ISBN 1-56243-590-6 ($45.95 pbk.).

For those who are using WordPerfect Suite 8, this is a good resource that introduces basic and advanced features. It covers word processing, spreadsheets, databases and presentation software. The instructions are clear and easy to follow. The activities that make up a major portion of the book will help students learn the mechanics of the software. The illustrations used throughout the resource highlight the concept being discussed. An index is included.
Suggested Use: Integrating Software Applications

Learning Excel 2000 (Print-Non-Fiction). Fulton, Jennifer. DDC Publishing (MON), 2000. 382 p. ISBN 1-56243-705-4 ($49.95 pbk.).

Starting with the basics, this resource then proceeds to discuss key procedures, formulas, manipulating worksheets, integrating with the Internet, advanced functions and creating hyperlinks. Each area has several exercises that take students step-by-step through the skills that are needed. An index is included.

The CD-ROM includes data files, Internet simulations and computer literacy exercises.

Note: The American content will create some problems, such as the entering of zip codes rather than postal codes.

Suggested Use: Spreadsheets; Teacher Reference
Other Use: Accounting

Learning Microsoft Excel 97 (Print-Non-Fiction). Vento, Cathy and Blanc, Iris. DDC Publishing (MON), 1998. 408 p. ISBN 1-56243-441-1 ($45.95 pbk.).

This is a useful resource for presenting basic to advanced features of Excel 97. The directions are easy to follow, and there are many good student exercises. Some of the areas covered include worksheets, formulas, functions, charts, analyzing data and macro basics. An index is included.

The CD-ROM includes a multimedia tutorial of an Internet browser, simulated websites hyperlinks and data files to reduce the amount of typing.
Suggested Use: Spreadsheets
Other Use: Accounting

Learning Microsoft Office 97 (Print-Non-Fiction). Blanc, Iris and Vento, Cathy. DDC Publishing (MON), 1997. 494 p. ISBN 1-56243-439-X ($45.95 pbk.).

Although Office 2000 has been released, this resource will be useful for those who have not yet upgraded. The book is well organized into sections to develop familiarity with the software. The content of the book is wide ranging as it covers all of the key Microsoft programs – Word, Excel, *Access* and PowerPoint. The last section discusses how to integrate them all. The exercises, illustrations and step-by-step approach will guide users through the areas that interest them. An index is provided.

The enclosed CD provides extra assistance.
Suggested Use: Integrating Software Applications

Learning Microsoft Word 97 (Print-Non-Fiction). Blanc, Iris and Berkemeyer, Kathy. DDC Publishing (MON), 1998. 442 p. ISBN 1-56243-440-3 ($45.95 pbk.).

For those who are using Word 97, this resource will provide the necessary information to discover and use all the basic and advanced features that the program offers. In the 96 exercises, areas covered include working with documents, formatting, macros, tables, merging, desktop publishing, and Word and the Internet. The screen-shot illustrations and step-by-step instructions are helpful to both the beginner and advanced user. An index is provided.

The enclosed CD-ROM provides a tutorial on an Internet browser, simulated website hyperlinks and data files for reducing typing.
Suggested Use: Word Processing; Teacher Reference

Learning Microsoft Word 2000 (Print-Non-Fiction). Weixel, Suzanne. DDC Publishing (MON), 2000. 491 p. ISBN 1-56243-703-8 ($49.95 pbk.).

This is an exceptional manual that will assist teachers learning details about Word 2000. There are 104 exercises covering everything from creating documents and using tables to desktop publishing and graphics. Although the activities are presented in a very matter-of-fact style, there is a wealth of information. An index is provided.

The CD-ROM provides a great deal of additional data. Areas such as typing tests, Internet simulations and computer literacy exercises are included.
Suggested Use: Word Processing; Teacher Reference

Learning Office 2000 (Print-Non-Fiction). DDC Publishing (MON), 1999. 524 p. ISBN 1-56243-638-4 ($49.95 pbk.).

For those who have upgraded their software to the latest version, this resource will be useful. Similar in format to *Learning* Microsoft Office 97, the book provides excellent exercises and information on all programs contained with Microsoft Office. It discusses how to get started with Office 2000 and then goes into detail on Word, Excel, *Access* and PowerPoint. An index is included.

The CD-ROM provides valuable exercises.
Suggested Use: Integrating Software Applications; Teacher Reference

Media Workshop Series (Print-Non-Fiction). Please refer to the title: *Desktop Publishing: The Art of Communication.*

Microsoft Office for Windows 95: Tutorial & Applications (Print-Non-Fiction). Pasewark, William R. South-Western Publishing Co. (NEL), 1997. 472 p. ISBN 0-538-71490-5 ($52.50 coil-bound).

This manual was written to help the user learn basic formatting to advanced features in the Microsoft Office for Windows 95 program. Office simulations in word processing, spreadsheets, databases and presentation are detailed in this very useful resource. This manual is well designed with the effective use of layout, colour and graphics. Included are a table of contents, a glossary and an index.
Suggested Use: Integrating Software Applications

The Missing Link: The Software Career Mystery Kit (CD-ROM). Software Human Resources Council (Canada) Inc. (SFW), n.d. ($FREE).

(CAN) *The Missing Link* is a game that will give students some insight into career opportunities that exist in the software industry. While playing the game students will also learn about the skills that are needed and the software applications that lead to careers.
Suggested Use: Career Opportunities
Other Use: Career and Work Exploration; Communication Production Technology; Computer Science; Photography/Graphic Arts

Photography, Graphic Arts & Desktop Publishing (Video). (The Way We Communicate Series). Meridian Education Corporation (MCI), 1997. 13 min. Order no. 700305-61 ($109.00).

While scenes from each discipline are shown, a narrator discusses the basic principles behind photography, graphic arts and desktop publishing. Although brief, these five-minute overviews do capture the interconnections of each area. How-to information and profiles of professionals in each of these areas are also included. The necessary equipment is outlined and demonstrated in real-life applications.
Suggested Use: Desktop Publishing
Other Use: Photography/Graphic Arts

Quick Course in Excel 97 (Print-Non-Fiction). Cox, Joyce, Urban, Polly and Dudley, Christina. Online Training Solutions, Inc. (NEL), 1997. 170 p. ISBN 1-879399-71-7 ($21.97 pbk.).

In clear step-by-step fashion, this resource takes users from the basics of inputting data and using formulas to proficiency in areas such as graphing, pivot tables and "what-if" analysis. Illustrations are used to help clarify the points under discussion. As the subtitle indicates, these are "computer training books for busy people," and they accomplish this task effectively and efficiently. As Excel 97 is just one of many versions of this program, teachers should use this annotation as a guide to judge the usefulness of the book in question rather than a guide to the suitability of the version. An index is provided.
Suggested Use: Spreadsheets; Survey Course - Secondary Level

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

(SK) Produced by Saskatchewan Labour, this comprehensive binder of excellent resources provides background information on virtually all areas of safety. The central concept in the package is that young people need more than a job to be ready for work. They need to know their rights and responsibilities. They also need to know about health, safety and fairness in the workplace. The entire *Ready for Work* program consists of up to 25 hours of interactive in-class materials. Some of the sections include occupational health and safety, hazardous materials, recognizing

hazards, labour standards for young workers, and rights and responsibilities.

Accessing Saskatchewan Labour's websites at www.readyforwork.sk.ca and www.labour.gov.sk.ca will provide more information about other support material that goes with the package, including videos and a CD-ROM.

The entire *Ready for Work* binder is available through an STF workshop. Individual components can be requested through Saskatchewan Labour.
Suggested Use: Safety; Work Study
Other Use: All PAA Curricula

Ready for Work Series (Print-Non-Fiction). Please refer to the titles: *Guide for New Workers* and *Guide for New Workers: Counsellor/Classroom Edition.*

Safety Care Series (Video). Please refer to the title: *Understanding Hazards and Risks.*

Step Into the World of Workplace Learning: A Collection of Authentic Workplace Materials (Print-Non-Fiction). Lewe, Glenda and MacLeod, Carol D. Nelson Thomson Learning (NEL), 2001. 303 p. ISBN 0-17-608571-8 ($39.95 binder).

(CAN) As the title indicates, this package is aimed at providing the classroom teacher with actual materials used in the workplace. Samples of newsletters, contracts, tables and graphs that are used in the workplace are provided so that students will be able to acquire and enhance workplace competencies. In addition to workplace competencies, students can also acquire knowledge of the occupations that use the documents, the essential skills that are needed in that job and a better idea of the norms of the world of work. The collection is not designed to be used directly by learners, but rather to help teachers develop learning activities. The occupations highlighted are real-world jobs that do not require university training.

This information is also accessible at the website http://www15.hrdc-drhc.gc.ca/awm/default.asp
Suggested Use: Career Opportunities; Work Study; Teacher Reference
Other Use: All PAA Curricula

Successful Communication (Video). (Digital Design Series). TV Ontario (ITF), 1996. 28 min. Order no. BPN634201 ($55.00).

(CAN) This video provides a brief overview of desktop publishing. It describes basic terms and ideas that will assist users in creating visually appealing documents.
Suggested Use: Desktop Publishing

Student Workshop: Communication - The #1 Job Skill (Video). Sunburst Communications (SUN), 1999. 24 min. Order no. 0728-03 ($149.95).

What is often taken for granted, the ability to communicate successfully, is given very effective coverage in this video. The focus is on verbal communication and on those forms of communication that project an employee's attitude. The video provides basic information and hands-on practice to help prepare students for the workplace. The correct and incorrect ways of communicating with co-workers and the public are pointed out in on-the-job scenarios.
Suggested Use: Skills for Employees
Other Use: Career and Work Exploration

The Teacher's Complete & Easy Guide to the Internet. 2nd ed. (Print-Non-Fiction). Heide, Ann and Stilborne, Linda. Trifolium Books Inc. (FHW), 1999. 354 p. ISBN 1-895579-44-9 ($39.95 pbk.).

(WNCP) Recommended through the Western and Northern Canadian Protocol for Collaboration in Basic Education process for English language arts, this is a comprehensive and easily understood introduction to Internet use by teachers for personal use, professional development or conducting activities with students. The book shows teachers how to connect to the Internet

and how to use it for research, communication, collaborative projects and publishing. The resource provides suggestions for class projects using the Internet and applications for students with special needs as well as information about acceptable use policies, search engines, interactive sites and software needs. The book includes a table of contents, a bibliography and an index.

This edition includes a free CD-ROM with over 1 000 pre-selected annotated websites, but the CD-ROM has not been evaluated through the WNCP review process.
Suggested Use: Internet; Teacher Reference
Other Use: Computer Science; English Language Arts: Elementary Level; English Language Arts: Grades 6 to 9; English Language Arts 10; English Language Arts 20; English Language Arts 30; Social Studies: Grades 7-9

Understanding Hazards and Risks (Video). (Safety Care Series). Safetycare Inc. (SCI), n.d. 16 min. No order number is required. ($195.00).

This video provides a general discussion about safety in the workplace. The philosophy and the laws behind safety are examined. In addition to workplace safety, the concept of safety in society as a whole is also addressed.
Suggested Use: Safety
Other Use: All PAA Curricula

Using Adobe Illustrator 9. Special ed. (Print-Non-Fiction). Bauer, Peter. Que Corp. (PRN), 2001. 859 p. ISBN 0-7897-2427-8 ($40.17 pbk.).

While Adobe Illustrator 8.0 (reviewed earlier in this bibliography) was written by the Adobe company, this resource has been developed by an outside company that produces user manuals for popular software programs. For users of Illustrator 9, this "how-to" manual provides excellent information for using the software in a graphic arts class. Detailed information is provided on how to create shapes, utilize the four types of brushes, work with blends, apply colour, design websites and prepare art work for print. Several appendices provide details on how to use virtually every function of Illustrator 9. Drawings of screen images are used to illustrate each step of the instructions. An index is included.
Suggested Use: Desktop Publishing
Other Use: Photography/Graphic Arts

Using Computers Safely (Video). Marlin Motion Pictures Ltd. (MMP), 1999. 25 min. No order number is required. ($59.95). Circulating Copy - No order number is required. ($185.00).

As more and more time is spent in front of computer terminals, it is increasingly important to use them properly. This video outlines how improper use can cause injuries. In order to avoid injuries, do and do not suggestions are clearly outlined.
Suggested Use: Safety
Other Use: Computer Science

The Way We Communicate Series (Video). Please refer to the title: *Photography, Graphic Arts & Desktop Publishing.*
WHMIS (Video). Safetycare Inc. (SCI), 2001. 16 min. No order number is required. ($220.00).

This video presents an overview to Workplace Hazardous Materials Information System (WHMIS). The origins of WHMIS, the classes and types of controlled products and the symbols used to illustrate potential hazards are shown. Safe handling and storage of hazardous materials are stressed as is recognizing the labels that are used.
Suggested Use: Safety
Other Use: All PAA Curricula

Windows Millennium Edition: Concepts & Examples (Print-Non-Fiction). Gillay, Carolyn Z. Franklin, Beedle & Associates, Inc. (FBA), 2001. 863 p. ISBN 1-887902-49-X ($55.00 U.S. pbk.).

This resource provides an excellent overview of the hardware, software and operating system concepts used with personal computer systems. The emphasis is on understanding the concepts of operating systems and using *Windows Millennium Edition* to teach those concepts. The book takes a step-by-step approach as it discusses the general features of Windows, such as the desktop, use of taskbars and manipulating the display. Other chapters examine more technical features such as editing a document in wordpad, using explorer and customizing the system. Each chapter contains a list of key terms, questions for discussion and activities. Screen illustrations are used throughout the book to support the concepts being discussed. An index and a glossary are included.
Suggested Use: Computer Technology; Integrating Software Applications

Word Processing to Desktop Publishing: Applications & Exercises (Print-Non-Fiction). Blanc, Iris. South-Western Publishing Co. (NEL), 1994. 287 p. ISBN 0-538-62355-1 ($129.00 coil-bound).

Included in this generic text are 19 lessons with 120 accompanying exercises beginning with simple word processing and advancing to desktop publication. The hands-on exercises include step-by-step instructions. This book contains a table of contents and an index.

Note: Measurements are Imperial only.
Suggested Use: Desktop Publishing; Word Processing

Word Workshop for Teachers. 1st ed. (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2000. 180 p. ISBN 1-57809-904-8 ($29.95 coil-bound).

While this resource is intended for teachers in any grade or subject, teachers of information processing will be most interested as it contains some excellent examples of mastering various Word functions. The book is very easy to follow and is not overly technical. Illustrations and drawings are used to take teachers step-by-step through the process of learning features such as the spelling and grammar check, the thesaurus, creating a math worksheet, merging, outlines, inserting pictures, and creating a web page. Lesson ideas from teachers and student activities are also included.

The enclosed CD includes clip art and templates for many of the activities in the book.
Suggested Use: Word Processing; Teacher Reference

Currently Out of Print but Still Useful Resources

The title in this section is currently out of print, but may be found in many school libraries.

Helping Solve the Employment Puzzle: A Toolbox for Middle & Secondary Levels (Print-Non-Fiction). SIAST Woodland Campus (SIW), 1998. unp. No order number is required.

(SK) This resource is the result of a collaborative partnership involving Saskatchewan Education, SIAST Woodland Campus and Saskatchewan Labour. The objective of the resource is to provide assistance for teachers to incorporate employability skills into their curricula. The 24 activities that are included with the resource are adaptable to either the Middle or Secondary Level curricula. Some of the topics examined through the activities include realistic job expectations, being an on-the-job coach, group decision making, conflict of interest in the workplace, telephone etiquette, fair employment and customer service. Each activity is clearly explained with objectives, resources and step-by-step directions. Although this resource is not currently available for order, it was previously distributed to junior and senior high schools in the province.
Suggested Use: Survey Course - Middle Level; Survey Course - Secondary Level; Work Study
Other Use: Career and Work Exploration; Career Guidance: Middle Level; Electricity /Electronics; Energy and Mines; Forestry Studies; Horticulture; Machining; Mechanical/Automotive; Upholstery; Wildlife Management

A Short List of Recommended Titles

The titles listed below represent a starting point to support Resource-based learning in Information Processing 10, 20 30. Before choosing to purchase any resources it is advisable to read the annotations in the bibliography and preview titles of interest to make selections that meet the needs of your particular school and community.

It is strongly recommended that teachers also access the Career and Work Exploration section of the Practical and Applied Arts Bibliography for other recommended titles in the area of careers and work study. This document can be viewed online at http://www.sasked.gov.sk.ca/curr_inst/iru/paabibs.html or http://www.sasked.gov.sk.ca/docs/paa.html.

These and other information processing resources can be ordered by using the distributor directory found at the end of this document. Prices quoted are subject to change, but will serve as a guide to approximate cost.

Blueprint for Life/Work Designs. Rev. ed. (Print-Non-Fiction). Redekopp, Dave. National Life/Work Centre, The (NLW), 2000. unp. No order number is required. ($25.00 binder).

Business Communication: Process & Product. 3rd Canadian ed. (Print-Non-Fiction). Guffey, Mary Ellen, Rhodes, Kathleen and Rogin, Patricia. Nelson Thomson Learning (NEL), 2001. 567 p. ISBN 0-17-622001-1 ($52.00 pbk.).

The Canadian Office: Systems and Procedures. 2nd ed. (Print-Non-Fiction). Bedford, Jennie M., et al. Copp Clark Ltd. (PRN), 1995. 511 p. ISBN 0-7730-5509-6 ($45.00 pbk.).

Computer Concepts: Systems, Applications, and Design. 3rd ed. (Print-Non-Fiction). Clark, James F., Klooster, Dale H. and Allen, Warren W. South-Western Publishing Co. (NEL), 1998. 541 p. ISBN 0-538-67607-8 ($64.00 hdc.).

Computers: Tools for an Information Age. 7th ed. (Print-Non-Fiction). Capron, H. L. Prentice Hall Inc. (PRN), 2002. 623 p. ISBN 0-13-070076-2 ($83.95 pbk.).

Employability Skills Toolkit for the Self-Managing Learner (Print-Non-Fiction). The Conference Board of Canada (MHR), 2000. unp. ISBN 0-07-087847-1 ($79.95 binder).

Guide for New Workers (Print-Non-Fiction). (Ready for Work Series). Saskatchewan Labour (SAL), 2001. 247 p. No order number is required. ($FREE spiral-bound).

Keyboarding & Applications, Sessions 1-60. 4th ed. (Print-Non-Fiction). Mitchell, William M., et al. EMC/Paradigm Publishing (EMC), 1999. 331 p. ISBN 0-7638-0147-X ($48.95 U.S. coil-bound).

Learning Computer Applications: Projects & Exercises (Print-Non-Fiction). Bucki, Lisa A. and Fischer, Judy. DDC Publishing (MON), 1999. 446 p. ISBN 1-56243-750-X ($39.95 pbk.).

Ready for Work (Kit). Saskatchewan Labour, Labour Standards Branch (SAL), 1999. No order number is required. ($FREE kit).

The Teacher's Complete & Easy Guide to the Internet. 2nd ed. (Print-Non-Fiction). Heide, Ann and Stilborne, Linda. Trifolium Books Inc. (FHW), 1999. 354 p. ISBN 1-895579-44-9 ($39.95 pbk.).

Word Workshop for Teachers. 1st ed. (Print-Non-Fiction). Caughlin, Janet. Tom Snyder Productions (TSP), 2000. 180 p. ISBN 1-57809-904-8 ($29.95 coil-bound).

Index of Suggested Uses

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

Business Information Processing

Business English and Communication

Business Writing

Business Communication: Processing
Business English and Communication
Communicating in the Workplace
Developing Proofreading and Editing Skills
Forms of Writing: A Brief Guide and
The Gregg Reference Manual

Career Opportunities

Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
The Missing Link: The Software Career
Step Into the World of Workplace

Computer Technology

Computer Concepts
Computer Concepts: Systems, Applications
Computers: Tools for an Information Age
Windows Millennium Edition: Concepts

Desktop Publishing

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 6.5 Plus: Productivity
Adobe PageMaker 7.0
The Conversation of Design
Desktop Publishing: The Art of
Photography, Graphic Arts & Desktop
Successful Communication
Using Adobe Illustrator 9
Word Processing to Desktop Publishing

General

Award Enterprises: An Information Processing
The Canadian Office: Systems

Integrating Software Applications

ClarisWorks 5.0 Tutorial: Macintosh and
Computer Concepts: Systems, Applications
Learning Computer Applications: Projects
Learning Corel WordPerfect Suite 8
Learning Microsoft Office 97
Learning Office 2000
Microsoft Office for Windows 95: Tutorial
Windows Millennium Edition: Concepts

Internet

Dave's Quick 'n' Easy Web Pages: An
HTML Complete
The Internet Handbook for Writers
The Teacher's Complete & Easy Guide

Keyboarding

Keyboarding & Applications, Sessions 1-60

Safety

Ready for Work
Understanding Hazards and Risks
Using Computers Safely
WHMIS

Skills for Employees

Business Communication: Processing
Business English and Communication
Communicating in the Workplace
Developing Proofreading and Editing Skills
Student Workshop: Communication

Spreadsheets

Excel Workshop for Teachers
Learning Excel 2000
Learning Microsoft Excel 97
Quick Course in Excel 97

Survey Course - Middle Level

Computer Concepts
Desktop Publishing: The Art

Survey Course - Secondary Level

Computer Concepts
Computer Concepts: Systems, Applications
Computers: Tools for an Information Age
Dave's Quick 'n' Easy Web Pages: An
Keyboarding & Applications, Sessions 1-60
Quick Course in Excel 97

Teacher Reference

Award Enterprises: An Information
Blueprint for Life/Work Designs
Essential Skills/Compétences Essentielles
Excel Workshop for Teachers
Forms of Writing: A Brief Guide and
Guide for New Workers: Counsellor
The Internet Handbook for Writers
Learning Excel 2000
Learning Microsoft Word 97
Learning Microsoft Word 2000
Learning Office 2000
Step Into the World of Workplace Learning
The Teacher's Complete & Easy Guide to
Word Workshop for Teachers

Word Processing

Fonts and Type
Keyboarding & Applications, Sessions 1-60
Learning Microsoft Word 97
Learning Microsoft Word 2000
Word Processing to Desktop Publishing
Word Workshop for Teachers

Work Study

Blueprint for Life/Work Designs
Employability Skills Toolkit
Essential Skills/Compétences Essentielles
Guide for New Workers
Guide for New Workers: Counsellor
Ready for Work
Step Into the World of Workplace Learning

Media Index

Please note that the titles in this list are truncated. The complete titles appear in the citations for each resource.

CD-ROM

Essential Skills/Compétences Essentielles:
The Missing Link: The Software Career

Kit

Ready for Work

Print-Non-Fiction

Adobe FrameMaker 6.0
Adobe Illustrator 8.0
Adobe PageMaker 7.0
Adobe PageMaker 6.5 Plus: Productivity
Award Enterprises: An Information
Blueprint for Life/Work Designs
Business Communication: Processing
Business English and Communication
The Canadian Office: Systems and
ClarisWorks 5.0 Tutorial: Macintosh and
Communicating in the Workplace
Computer Concepts
Computer Concepts: Systems, Applications
Computers: Tools for an Information Age
Dave's Quick 'n' Easy Web Pages: An
Desktop Publishing: The Art of
Developing Proofreading and Editing Skills
Employability Skills Toolkit
Excel Workshop for Teachers
Forms of Writing: A Brief Guide and
The Gregg Reference Manual
Guide for New Workers
Guide for New Workers: Counsellor
HTML Complete
The Internet Handbook for Writers,
Keyboarding & Applications, Sessions 1-60
Learning Computer Applications: Projects
Learning Corel WordPerfect Suite 8
Learning Excel 2000
Learning Microsoft Excel 97
Learning Microsoft Office 97
Learning Microsoft Word 97
Learning Microsoft Word 2000

Learning Office 2000
Microsoft Office for Windows 95: Tutorial
Quick Course in Excel 97
Step Into the World of Workplace
The Teacher's Complete & Easy Guide to
Using Adobe Illustrator 9
Windows Millennium Edition: Concepts
Word Processing to Desktop Publishing
Word Workshop for Teachers

Video

The Conversation of Design
Fonts and Type
Photography, Graphic Arts & Desktop
Student Workshop: Communication
Successful Communication
Understanding Hazards and Risks
Using Computers Safely
WHMIS

Distributor Directory

EMC EMC/Paradigm Publishing
875 Montreal Way
ST. PAUL MN 55102
(800) 535-6865
Fax: (800) 328-4564
E-mail: educate@emcp.com
NETSITE: http://www.emcp.com

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CALGARY AB T3A 4T5
(403) 208-5338
Fax: (403) 239-0853
E-mail: qnd@home.com
NETSITE: http://members.home.net/qnd

FBA Franklin, Beedle & Associates, Inc.
8536 SW St. Helens Dr Suite D
WILSONVILLE OR 97070
(503) 682-7668
Fax: (503) 682-7638
E-mail: jimleisy@fbeedle.com
NETSITE: http://www.fbeedle.com

FHW Fitzhenry & Whiteside Ltd.
195 Allstate Pkwy
MARKHAM ON L3R 4T8
(800) 387-9776
(905) 477-9700
Fax: (905) 477-9179
E-mail: jghoura@fitzhenry.ca
NETSITE: http://www.fitzhenry.ca

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(416) 499-8412
Fax: (800) 450-0391
E-mail: fireflybooks@globalserve.net
NETSITE: http://www.fireflybooks.com

ITF International Tele-Film Enterprises Ltd.
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ETOBICOKE ON M8Z 4X4
(800) 561-4300
(416) 252-1173
Fax: (416) 252-2155
E-mail: sales@itf.ca
NETSITE: http://www.itf.ca

LRDC Saskatchewan Learning Resources Distribution Centre (formerly Book Bureau)
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REGINA SK S4P 3V7
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Fax: (306) 787-9747
Toll-Free Fax: (800) 668-9747
E-mail: leanne.miles@sasked.gov.sk.ca
NETSITE: http://lrdc.sasked.gov.sk.ca/

MCI McIntyre Media Limited
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ORANGEVILLE ON L9W 5B6
(800) 565-3036
(519) 942-9640
Fax: (519) 942-8489
E-mail: info@mcintyre.ca
NETSITE: http://www.mcintyre.ca

MHR McGraw-Hill Ryerson Limited
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(800) 565-5758
(905) 430-5000
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NETSITE: http://www.mcgrawhill.ca

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NAD National Adult Literacy Database Inc.
Scovil House
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FREDERICTON NB E3B 1H8
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Fax: (506) 457-6910
E-mail: info@nald.ca
NETSITE: http://www.nald.ca

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Fax: (800) 430-4445
E-mail: inquire@nelson.com
NETSITE: http://www.nelson.com

NLW National Life/Work Centre, The
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NETSITE: http://www.pearsoned.ca/

SAL Saskatchewan Labour, Labour Standards Branch
1870 Albert St 4th Fl
REGINA SK S4P 3V7
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(877) 419-3510
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NETSITE: http://www.labour.gov.sk.ca/

SCI Safetycare Inc.
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E-mail: safety@safetycare.com.au
NETSITE: http://www.safetycare.com.au

SFW Software Human Resource Council (Canada) Inc.
30 Metcalfe St Suite 400
OTTAWA ON K1P 5L4
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Fax: (613) 230-3490
NETSITE: http://www.shrc.ca

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